



**CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION & PARKS  
MOBILE STAGE RESERVATION FORM**

REVISED: 07/21/16

**Name of Event:** LA FLEET WEEK **Date/Hours of Event:** Thursday, SEPTEMBER 1, 2016  
**Event Location:** 7th & Centre Streets **Type of Event:** Free Public Event  
San Pedro, CA 90731  
**Contact Person:** Andrew Post Benson **Organization:** City of Los Angeles, Harbor Dept.  
**Contact Phone:** Office: (310) 732-7667 **Contact Email:** abenson@portla.org  
Cell: (310) 291-8381  
**Who will be paying for all associated stage fees?:** Harbor Department

Do you have electrical power for the stage? Yes        No X

If no, is a generator needed? Yes X No       

Is a PA/sound system needed? Yes        No X

**RESERVATION FEES**

One-day use:	\$ 500.00
Each additional day:	\$ 150.00
Maintenance/Clean Up:	\$ 40.00
First time site inspection:	\$ 35.00
Stage extension, each:	\$ 6.00
Sound system, per day:	\$ 25.00
Refundable damage deposit:	\$ 500.00
Estimated labor:	<u>TBD</u>

**If another City department will be paying, please provide the following information so we may do an Interdepartmental Transfer of Funds:**

Billing Contact Name: Andrew P. Benson  
City Department: Harbor  
Full Street Address, inc. Zip: 425 S. Palos Verdes Street, 5th Floor, San Pedro, CA 90731  
Phone #: (310) 732-7667  
Fax: (310) 547-4611  
City Mail Stop: 260

**INSURANCE (Non-City Sponsored Events)**

Shall be provided by Lessee on all events in the amount of \$2,000,000 General Liability.  
Lessee must provide proof of insurance when making reservation.

**Form must be returned within five (5) working days, or your reservation may be subject to cancellation.**  
Please return completed form by email, or fax to (818) 547-1150.

For more information, please call Rob Simanovich or Debbie Miller at (213) 485-6821.